AMERICAN UNIVERSITY OF BEIRUT
FACULTY OF HEALTH SCIENCES

The Faculty of Health Sciences (FHS) at the American University of Beirut (AUB) is seeking an **Academic Assistant** for its **Events** team.

This position is appointed at the rank of Academic Assistant.

Key Responsibilities

- Support event planning and preparation, including filling event worksheets, budgets, checklists, and coordinating venues, vendors, supplies, and procurement.
- Provide logistical support for events, including travel bookings, accommodation, transportation, venue setup, catering, technical needs, and campus access coordination.
- Assist with on-site event delivery by managing registration and check-in, supporting speakers and guests, coordinating activities, and helping resolve any issues that arise.
- Handle event-related communication and documentation, including drafting emails and agendas, recording minutes and attendance, coordinating with the events officer, and maintaining inventories and archives.

Required Qualifications & Skills

- Bachelor's degree in Event Management, Communications, Business Administration, Hospitality, or related field.
- At least one year of experience in an administrative role.
- Strong organizational and multitasking skills.
- Excellent communication and interpersonal skills.
- Proficiency in MS Office (Excel, World and PowerPoint); familiarity with online meeting platforms is an asset.
- Ability to work under pressure and adapt to changing priorities.

To apply:
Interested candidates should submit their applications (a complete curriculum vitae; statement of interest explaining how their experience is relevant to the position; portfolio and samples of work; and contact information for three referees familiar with the applicant's background and skills) to Ms. Gina Cordahi (gc12@aub.edu.lb).

Duration of contract: One year full-time contract (including three-month probation), with the possibility of renewal for another year.

Start date: Immediate.

Review of applications will start immediately and will continue until position is filled. Only shortlisted candidates will be contacted.

Further information about AUB can be found at: http://www.aub.edu.lb and about FHS at: http://aub.edu.lb/fhs

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Within the framework of Lebanese Law, the American University of Beirut is an equal opportunity employer.

AUB campus is smoke-free.

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